

Certificate of Registration

This is to certify that:

Kirk Smeaton Parish Council

is registered with the Information Commissioner's Office under
registration reference:

ZA295184

Registration Start date:

7 December 2017

Registration Expiry date:

6 December 2018



Register of data controllers

Entry details

Organisation name : Kirk Smeaton Parish Council

Registration reference : ZA295184

Date registered : 07 December 2017

Registration expires : 06 December 2018

Organisation Address

Bonita Cottage, Water Lane, Kirk Smeaton
Bonita Cottage
Water Lane
Pontefract
W Yorkshire
WF8 3LD

Trading names

Kathryn Kistell-Bowden

This data controller states that it is a public authority under the Freedom of Information Act 2000 or a Scottish public authority under the Freedom of Information (Scotland) Act 2002

Customer enquiry contact details

Clerk
Bonita Cottage, Water Lane, Kirk Smeaton
Bonita Cottage
Water Lane
Pontefract
W Yorkshire
WF8 3LD
Email address: kirksmeatonclerk@gmail.com

Nature of work description

Nature of work - Provision of council services

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to carry out our statutory duties. We also process personal information to promote our services; undertake fundraising; maintain our accounts and records; manage and support our employees.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services

We also process sensitive classes of information that may include: physical or mental health details; racial or ethnic origin.

Who the information is processed about

We process personal information about:

- employees
- suppliers
- complainants, enquirers
- business contacts
- professional advisers and consultants
- residents of the parish
- elected representatives and holders of public office
- members of the parish council

Who the information may be shared with

We sometimes need to share the personal information we process with the

individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- educators and examining bodies
- suppliers and service providers
- persons making an enquiry or complaint
- local government
- press and the media
- family, associates and representatives of the person whose personal data we are processing
- current, past and prospective employers
- financial organisations

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

End of Report